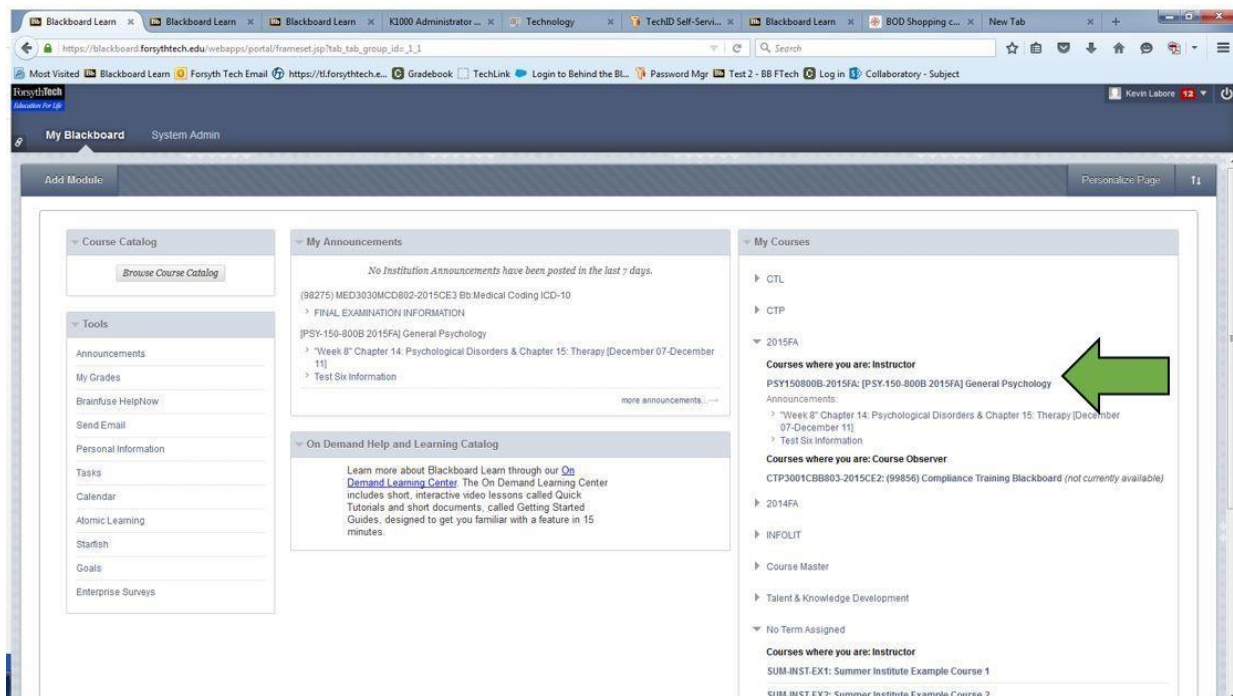


VERIFY SUBMISSION DATES

Blackboard URL: <https://blackboard.forsythtech.edu>

To view if and when assignments, tests, or graded discussions were submitted successfully, follow the tutorial below. This tutorial will demonstrate how to verify submission dates which are necessary for marking “E” for enrollment dates or checking the box in Web Attendance for “No Shows.”

1. From the **MY COURSES** area in Blackboard, select the course you want to view.



The screenshot shows the Blackboard interface with the 'My Courses' section expanded. A green arrow points to the course 'PSY150800B-2015FA: [PSY-150-800B 2015FA] General Psychology'. The course details include 'Announcements' and 'Test Six Information'. The page also shows 'My Announcements' and 'On Demand Help and Learning Catalog' sections.


2. Click on **GRADE CENTER**.

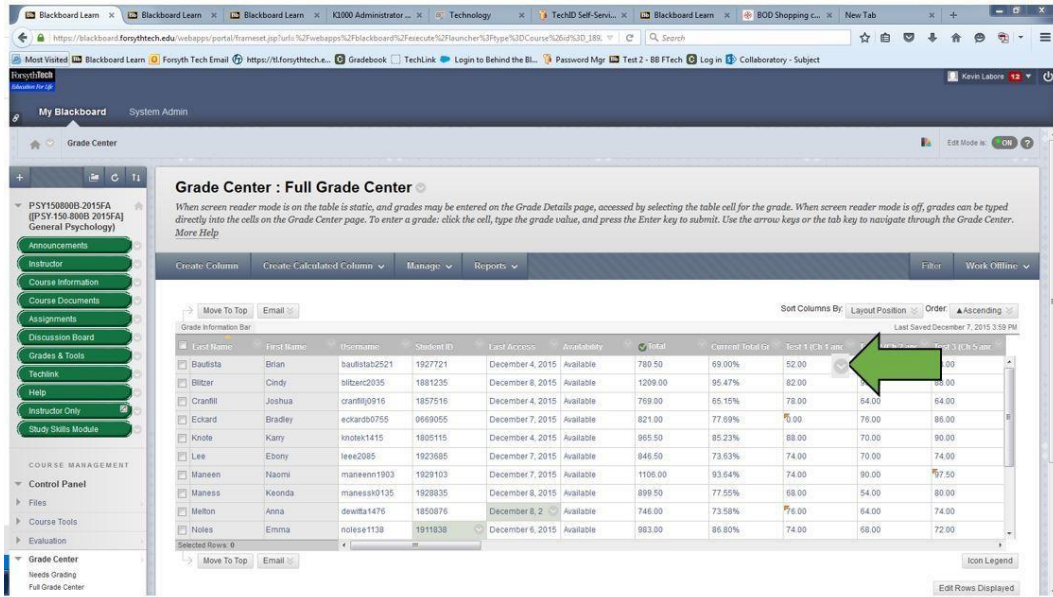
The screenshot shows the Blackboard interface for a course. The left sidebar contains a 'Control Panel' with various options. A green arrow points to the 'Grade Center' option. The main content area displays an announcement titled 'Week 8' Chapter 14: Psychological Disorders & Chapter 15: Therapy [December 07-December 11]'. The announcement text discusses the course content and upcoming topics.

3. Click on **FULL GRADE CENTER**.

The screenshot shows the Blackboard 'Grade Center: Full Grade Center' page. The left sidebar has a green arrow pointing to the 'Full Grade Center' option. The main content area displays a table of student grades with columns for Last Name, First Name, Username, Student ID, Last Access, Availability, Total, Current Total Gr, Test 1 (Ch 1-4), Test 2 (Ch 2-4), and Test 3 (Ch 5-8). The table lists students such as Baalista, Bitzer, Cranfill, Ecard, Knole, Lee, Maureen, Maness, Matton, and Noles.



Last Name	First Name	Username	Student ID	Last Access	Availability	Total	Current Total Gr	Test 1 (Ch 1-4)	Test 2 (Ch 2-4)	Test 3 (Ch 5-8)
Baalista	Brian	baalista2521	1927721	December 4, 2015	Available	780.50	89.00%	52.00	64.00	78.00
Bitzer	Cindy	bitzer2035	1881235	December 8, 2015	Available	1299.00	85.47%	82.00	90.00	88.00
Cranfill	Joshua	cranfil0916	1857518	December 4, 2015	Available	789.00	65.15%	78.00	64.00	64.00
Ecard	Bradley	echard0755	0669055	December 7, 2015	Available	821.00	77.69%	6.00	76.00	86.00
Knole	Karry	knolek1415	1805115	December 4, 2015	Available	965.50	85.23%	88.00	70.00	90.00
Lee	Ebony	lee2085	1923885	December 7, 2015	Available	848.50	73.63%	74.00	70.00	74.00
Maureen	Maureen	maureen1903	1929103	December 7, 2015	Available	1106.00	93.64%	74.00	90.00	97.50
Maness	Keonda	maness0135	1928835	December 8, 2015	Available	899.50	77.55%	68.00	54.00	80.00
Matton	Anna	deatta1476	1850876	December 8, 2015	Available	746.00	73.58%	6.00	64.00	74.00
Noles	Emma	noles1138	1918308	December 6, 2015	Available	983.00	86.80%	74.00	68.00	72.00

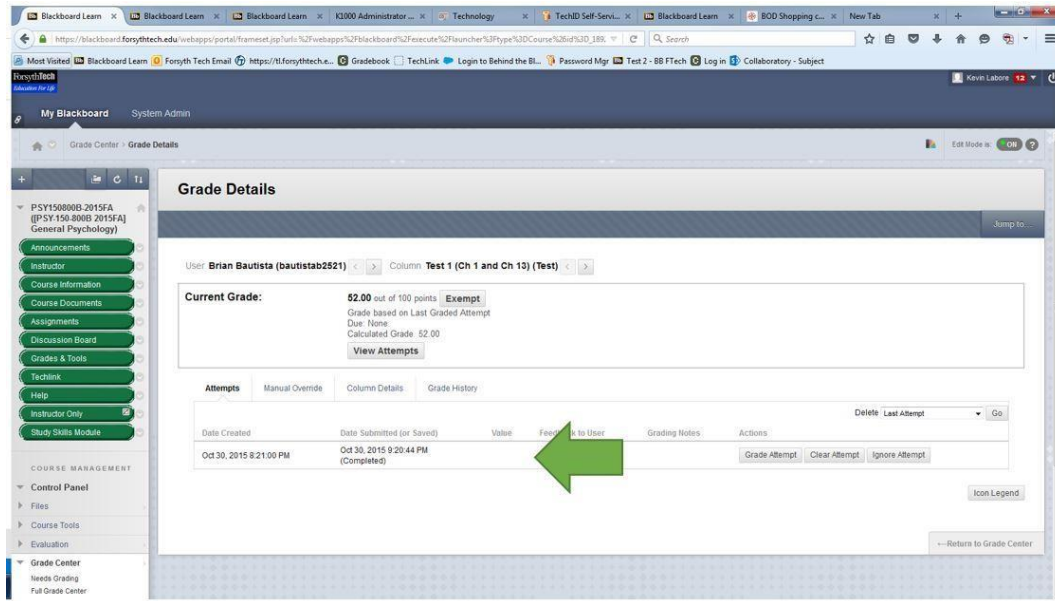
4. Locate the grade column named **“Course Entry Assignment”** and hover your mouse pointer over the student you would like to verify. Click on the CHEVRON .



5. A popup box will appear. It shows a summary of attempts. The blue arrow is pointing to the dates one student completed the assignment in question. If the student completed it multiple times, more dates would appear. Use the first date as the "E" date for Web Attendance. The green arrow is pointing to view grade details. If you want to additional information about the student's assignment attempt, you can click that link.



6. The details of the selected item will be displayed, if you click on the **VIEW GRADE DETAILS** link. The green arrow is pointing to where the grade would show for the assignment. Any/All submissions are displayed on this screen. Information includes dates, times, and scores. Items indicated by a **BLUE CLOCK** icon , have not been submitted and are considered "In Progress". Reasons may include but limited to: Test is being take now, or a test that was launched but not submitted. Items that are submitted and reading for grading are indicated by the **YELLOW EXCLAMATION** icon .



Additional Tutorials Regarding the Course Entry Assignment

- Course Entry Assignment. <http://ctl.forsythtech.edu/voices/wp-content/uploads/2016/07/Course-Entry-Assignment.pdf>
- Changing the Grade Center Column Name. <http://ctl.forsythtech.edu/voices/wp-content/uploads/2016/07/change-grade-column-display.pdf>
- Marking No Shows and E Dates in Web Attendance. <http://ctl.forsythtech.edu/voices/wp-content/uploads/2016/07/mark-no-shows-e-dates-web-attendance.pdf>